

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

*June 4, 2008
Reference #FY08-27*

Position Title: Circuit Librarian, Second Circuit

Location: U.S. Court of Appeals Library, 2nd Circuit, New York, NY

Salary Range: JSP 16 (\$141,363 - \$158,000)
depending on experience, salary, and qualifications
plus a federal benefits package

Closing Date: Open Until Filled

The U.S. Court of Appeals for the Second Circuit seeks an innovative and technology-oriented Librarian to direct its library program. The library program serves the judges and staff of all federal courts in New York, Connecticut, and Vermont. The headquarters of the library is in New York, New York, and there are six staffed branch libraries throughout the Circuit.

Duties and Responsibilities: Responsibilities include long-range strategic planning, policy development and implementation, budget oversight, human resource management, library automation, acquisition of legal subscriptions and publications, development and delivery of electronic tools and resources, planning and managing of library space and facilities, and overseeing the provision of legal research in all information formats and the training of library users in all research sources.

Qualifications: Must have an M.L.S./M.L.I.S. from an ALA-accredited program. A J.D. from an ABA-accredited law school is preferred. A minimum of ten years of legal library experience is required, including five years of supervisory and management experience. A comprehensive understanding of library operations and management concepts is essential, including experience with the SIRSI Unicorn Integrated Library System or other ILS, Westlaw, and Lexis. Excellent interpersonal, oral and written communication skills and a customer-service orientation are a must.

Please submit cover letter, three copies of resume, a writing sample, and three professional references to: Karen Greve Milton, Circuit Executive, Second Circuit, U.S. Court of Appeals, 40 Foley Square, New York, NY 10007, Reference #FY08-27. **The position is open until filled.**

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK
EQUAL OPPORTUNITY EMPLOYER**